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Office of Logistics

Staff Meeting

notes

Listed below are the topics that were discussed at the D/L staff meeting on 7 January. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

13 January 1987

25X1
1.   OL reports that the W-4's and Form 3280 (Employee's Federal Withholding Allowance Certificate) were disseminated to all Headquarters component personnel officers for distribution to each employee.

25X1
2.   On 8 January, Robert M. Gates, the Acting DCI, gave a presentation in the Headquarters Auditorium concerning the health of Mr. Casey and the Iranian Arms Issue. Mr. Gates' briefing is available in video (VHS and 3/4 inch format). Please call the Assistant Executive Officer/OL (secure) if you would like to review the tape.

25X1
3.   A reminder that Summer Only applications are due in Personnel and Training Staff by COB 16 January.

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5.   In support of the new secure telephone system project, the Teledyne UPS system, located in GJ-10 Headquarters Building, was removed the weekend of 3 January. This removal allows for renovation work in preparation for the installation of the fourth 500-KW Pillar unit. The scheduled project completion date is 1 March.
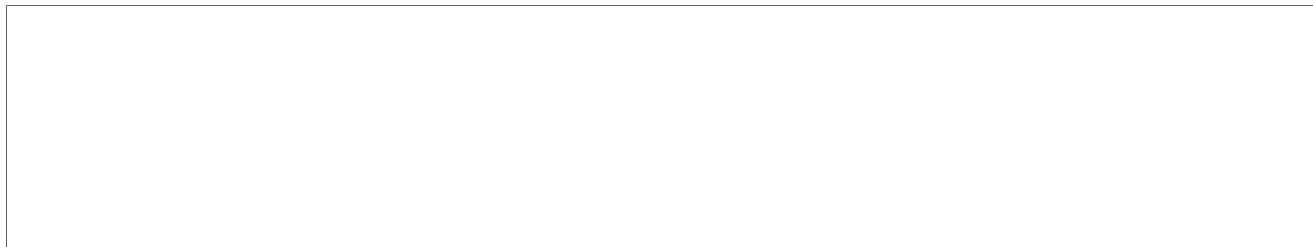
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QL Staff Notes 7 January 1987

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Attachment
    A. An Individual Can Make a Difference
    B. Item of Interest from FMD

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ATTACHMENT A

******* <u>ONE INDIVIDUAL CAN MAKE A DIFFERENCE</u> *******

        The Director of Logistics commends the following
individuals who, by their outstanding performance of duty, have
received acknowledgment from OL customers:

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[   ] of
NPIC/Logs, and <u>Bill White</u>, of Allied Maintenance, were the
recipients of a Letter of Appreciation, from R. M. Huffstutler,
Director, NPIC, for their hard work, initiative, and enthusiasm
which contributed greatly to the success of NPIC's 1986 Open
House.

ADMINISTRATIVE – INTERNAL USE ONLY

OL/FMD INTERGRAPH SYSTEM

The Intergraph, presently utilized by OL/FMD, is a computer assisted design (CAD) system which features an electronic design board, a high resolution color monitor, large disk storage for archival and library use, and extensive processing capability supported by a VAX computer. This CAD system is one of the most sophisticated and versatile design tools available to support engineering and design disciplines. Its features provide the means to compose original designs or to copy existing ones. The system is a combination of software and (electronic devices) which together can replace the drafting board and paper. This system is faster and more accurate than conventional manual methods and has the added advantage of using standard elements which allow more than one person to work on and complete one design. Drawings can be created, stored, and retrieved through the same station, and shared or reviewed by others. This means that designs are better prepared and updates and last minute changes can be handled with speed and minimum inconvenience. Intergraph supports a comprehensive two- dimensional (2-D) and three-dimensional (3-D) capability with primary emphasis on the system's ease of use.

At present, 20 Agency building floor plans are stored in the system, and the sophistication and detail varies among them. In some cases, buildings which are slated for close out have been recorded only with basic elements such as floor, wall, window and door scheme. In others, such as Page or Reston, where extensive renovations are underway or planned, comprehensive drawings are available containing floor layout, electric, ceiling grid, and HVAC configurations.

The CAD operates on a multi-layer or overlay principle. Design plans can be developed with as many as 63 levels and aside from the overlay information indicated _____ other drawings can be added relating to such elements as alarm systems, black phone lines, green phone lines, T.V. cable grids, Wang grids, etc. The system capability is restricted only to the amount of storage available and the unique processing feature of Intergraph allows for review with single or multiple overlays as needed. Each overlay can be updated on an individual basis.

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ADMINISTRATIVE – INTERNAL USE ONLY

Both existing and New Headquarters Buildings architectural designs are planned for use in the system. The new building plans are furnished as part of the A/E design contract and can be expanded to include office layouts for furniture, terminals, phones, in order to achieve maximum utilization of building space. The existing building plans will be required as base line documents, since nearly two–thirds of the building is scheduled for renovation and rehabilitation as part of the Headquarters backfill program.

Having plans for both Headquarters buildings in the Intergraph will allow for the 'soft' mode study of space allocation options and will greatly aid the monitoring of dedicated systems.